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TO : Director of Logistics

MAR 17 1955

FROM : Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Plant Operations (continued item) -- General plant operations are about normal. However rather large crews will be worked the next two Saturdays to reduce backlogs in the

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2. PROJECTS

a. Remodeling of Space for Motion Picture Facilities (continued item) -- Motion picture equipment is being moved into the newly remodeled space. This remodeling project is completed and Mr. [REDACTED], RE&C, intends to make an inspection of the space to see that minor items are completed satisfactorily.

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b. New Badge for Visitors (continued item) -- The badges have been returned from OL/Security and the new procedure will be implemented next week.

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c. Renovation of Transformer Room (continued item) -- [REDACTED] began work on this project 14 March. The nature of the project dictates a power outage to the building and therefore the work has to be accomplished during off working hours. The building is completely dark between 1730 and 2400. It is estimated that this situation will exist for two weeks. The electricians have proceeded as far as possible with their phase of the work.

Char forces, who usually clean at night, are having to do their work during the day. Supervisory personnel are charged with the responsibility for the char people while working in different sections.

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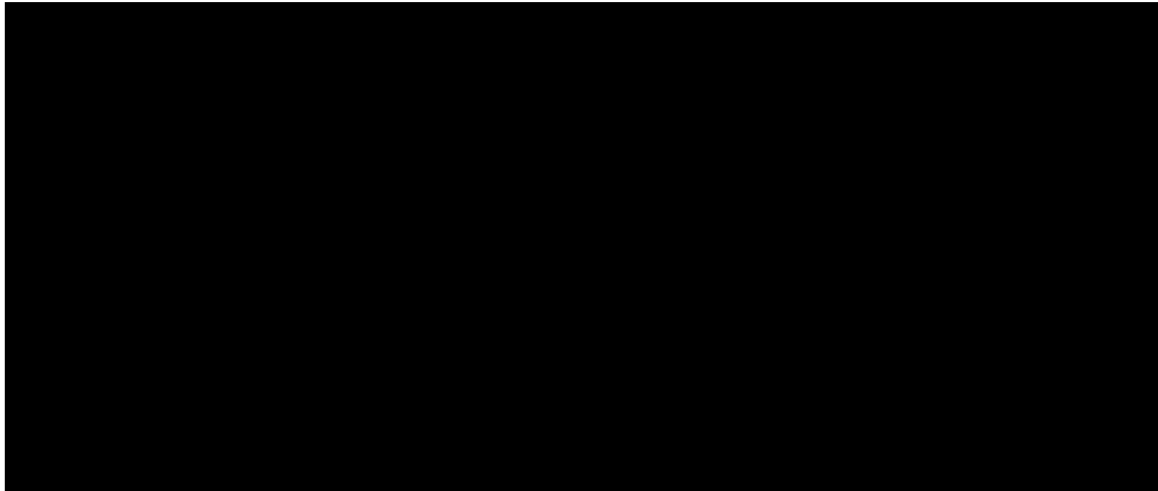
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b. Rush Work (continued item) -- A number of crash type jobs were completed in Plant II during the week. The largest, for ORR, consisted of 192 originals and 19,200 impressions. This was printed, collated and fastened within 32 working hours.

OSI Secretariat has requested the printing of 129 dittos for 155 copies each within 20 working hours. This report is for the IAC.

Over 3000 photostat prints were made of TS materials during the week. TS materials are ordinarily processed rapidly to clear out of the plant as soon as possible and thus relieve P&RD of responsibility.

c. Paper Coloring Facilities (continued and completed) -- A requisition has been forwarded for the purchase of a color-verter. This machine will enable us to color our own paper and also to cut roll stock paper. Mr. [REDACTED] has submitted requirement from DD/P in substantiation of justification for this equipment.

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d. Office of Security Support (new) -- The Office of Security is planning the issuance of a Security Manual. Conferences on format have been held between P&RD personnel and Mr. [REDACTED]. Samples were submitted and the format has been accepted. Mr. [REDACTED] is stressing quality printing and is procuring special binders for this publication.

e. Support to Regulations Control Staff, Management Staff (new) -- The Regulations Control Staff has implemented a project

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of issuing a Regulations Index. This index will be printed from linotype slugs and it will be kept current by P&RD. It will consist of [REDACTED] Headquarters. P&RD has received the initial items of the first two parts consisting of over 3,000 items. The third part will contain 5,000 items.

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f. Indoctrination (new and complete) -- Fourteen people from the Geographic and Cartographic Divisions of ORR were shown the P&RD Plant [REDACTED] on 14 March 1955. All these people are closely associated with copy preparation for printing and it is hoped the tour of the Plant will eliminate some mutual problems to both ORR and P&RD.

4. SPECIAL PROBLEMS

a. None.

[REDACTED] 25X1A

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